

The Handbook of Regulations for Direct Farm Marketing

“The Green Book”



Fourth Edition
2001

A Publication of
The Washington State
Department Of Agriculture
Small Farm and Direct Marketing Program

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Funding for this project was provided by a grant from the US Environmental Protection Agency (EPA) Pesticide Environmental Stewardship Program.
The Washington State Department of Agriculture provided funding for the printing of this document.
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Also, the *Handbook of Regulations for Direct Farm Marketing* is available for download in Adobe PDF format on the WSDA Website: <http://www.wa.gov/agr/greenbook.pdf>

PUB 056 (R/8/01)

Inquiries regarding availability of this publication in alternative formats should be directed to the WSDA Receptionist at (360) 902-1976 or Telecommunications Device for the Deaf (360) 902-1996.

Note: The information included in this handbook is current at the time of publication. However, laws and regulations can change frequently. Please refer to the contacts listed for the most up-to-date information on requirements and fees.



The Handbook of Regulations for Direct Farm Marketing has been revised at the request of the **Washington State Farmers Market Association (WSFMA)**

which shares the goals of the Small Farm & Direct Marketing Program in promoting and enhancing localized food systems. The editors wish to thank the WSFMA for guidance and patience in the development of this edition of the Handbook.

Many other organizations and agencies have expressed a need for this handbook and have worked to establish and support the WSDA Small Farm & Direct Marketing Program. The editors wish to acknowledge these groups with great thanks and express hopes for working together well into the future to maintain a vibrant small farming industry in Washington State:

Washington Sustainable Food & Farming Network
WSDA Organic Food Program
Washington Tilth Producers
Cascade Harvest Coalition
WSU Food & Farm Connections Team
WSU Small Farm & Urban Agriculture Program
WSU Center for Sustaining Agriculture & Natural Resources
Washington State Grange
Pike Place Public Market
Puget Sound Fresh

Many people contributed to the editing of this handbook.
The editors also wish to thank these individuals for their comments, suggestions, and other editorial support:

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Chris Curtis, WSFMA
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Linda Condon, WSDA Food Safety Program
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Personal Notes:

Small Farms and Direct Marketing

Direct marketing, or "relationship" marketing, has become a highly effective way for small- to medium-sized farms to achieve economic sustainability. Direct marketing implies marketing strategies in which the farmer or producer sells their products directly to the consumer. While restaurants, public institutions, and grocery stores are not considered to be "consumers" or end-buyers, information about sales directly to these types of venues are included in this handbook. These strategies describe marketing in which farmers are engaged in personally selling their products and avoiding the use of a broker or a wholesaler.

As today's agricultural markets become increasingly globalized and competitive, smaller-scale farmers, unwilling or unable to compete in wholesale channels, can use direct marketing strategies as tools to ensure their economic viability in the marketplace.

Here's why:

- Becoming both producer and seller, the farmer can capture more of the retail food dollar. Be aware, however, that selling your own products requires additional time and labor which may add costs to your business plan.
- Selling direct to the consumer allows marketing relationships to develop, which will increase opportunities for repeat sales and increase opportunities to reach new buyers. Working directly with the customer allows the farmer to understand first-hand what the customer wants and needs, and allows the farmer to respond quickly to these needs. Additionally, the farmer has more control over her product, thus maintaining quality until it reaches the consumer.
- Direct marketing relationships educate the consumer about the needs of the farmer. When a community as a whole understands the nature of local food production, it is more likely to act to preserve the health of its local agriculture.
- Filling niche markets through direct sales adds distinction and differentiation to a farm's products. Consumers respond favorably to knowing the person behind the products they are buying.

There are an increasing number of consumers who desire locally grown, fresh, and distinctive products. Likewise, there is a growing consumer awareness of the economic, social, and environmental contributions of local farms and food production to their communities. These trends are illustrated by the rising popularity of farmers markets, which increased nationally, according to the USDA, from 1,755 markets in 1994 to 2,863 in 2000.

Community Supported Agriculture (CSA) programs have seen similar tremendous growth. Since the first two U.S. farms in 1986, CSAs have grown in number to approximately 1,500 in 2001.

Direct sales to restaurants and public institutions have also been on the rise. With chapters in nearly all states, the Chef's Collaborative is a national organization of chefs committed to purchasing locally and sustainably produced products for their restaurants

and promoting sustainable agriculture in public schools. Programs linking universities and public schools to local farms are emerging as another strategy to support local agriculture while providing fresh, nutritious food to students.

As with any aspect of agricultural production, marketing farm products requires diversification if a farm is to remain sustainable. The economic viability of a farm is much more probable if the farm's marketing plan includes multiple strategies – not keeping all of its eggs in one basket. Many small farms utilize farmers markets in addition to having a CSA program and/or on-farm sales. Also, some small farms may employ wholesale options for a crop or two in addition to direct sale strategies. As each farm has its own way of producing crops and animals, so each farm will develop its own unique marketing plan. The adage “sell before you sow” is, indeed, a wise one. Develop a detailed marketing plan along with your production plan, accounting for labor, transportation, cooling, packaging costs, and fees associated with the strategy you chose. A well-developed marketing plan is most often what distinguishes a successful farm from one that struggles to make ends meet.

Today's marketplace requires the farmer to be more than just a producer. Remaining attentive to consumer buying trends, being creative, and trying new ideas are keys to success.

About This Handbook

This handbook is designed to assist farmers in negotiating the red tape of Washington State regulations associated with direct marketing of farm products. By providing producers with this regulatory information, the Department of Agriculture can help ensure compliance with food safety and licensing policies, facilitate the use of direct marketing strategies, and promote localized food systems. While the handbook describes various direct marketing strategies, it is to serve only as an overview or point of departure. There are many resources available to assist small farm businesses in successfully direct marketing their products. Many of these have been listed in the back of this handbook to help producers find pertinent information on direct marketing.

The actual provisions summarized in this handbook are found in law or rule. This handbook is meant to be a summary of those provisions, not a complete description of the law. If there are any conflicts between what is written in this handbook and what is contained in the law, the applicable law governs.

Terms

Throughout this handbook you will find the terms “retail” and “wholesale.” These terms are very important to understand as they guide many of the regulations that apply to the direct marketing of farm products. “Retail” sales imply direct sales to the consumer. This includes farmers markets, CSAs, on-farm, and farm stand sales. “Wholesale” sales imply selling your product to another entity that will re-sell your product to the end consumer. This includes direct sales to restaurants, retail stores, and public institutions.

This handbook will often refer to “RCW” and “WAC.” The acronym RCW means “Revised Code of Washington” and precedes a statute enacted by the state legislature as one of our laws. The acronym WAC means “Washington Administrative Code” and precedes a rule or regulation adopted by a state agency which has the force of law.

WSDA Small Farm & Direct Marketing Program

This edition of the *Handbook of Regulations for Direct Marketing Farm Products* is a project of the WSDA Small Farm & Direct Marketing Program. The program’s mission is *to increase the economic viability of small farms, build community vitality, and improve the environmental quality of the region by providing direct marketing opportunities and addressing direct marketing barriers for small farms in Washington*. This new program has been established to serve the needs of small-scale farms through projects which:

- Address barriers in marketing regulations;
- Address barriers in the processing infrastructure necessary to market farm products;
- Assist in farmers market development;
- Assist farmers with understanding current marketing regulations;
- Promote localized food systems, and;
- Provide a voice for small-scale agriculture within State government.

The Small Farm & Direct Marketing Program was created in 1999 with grant funding from the U.S. Environmental Protection Agency (EPA) and from USDA’s Sustainable Agriculture Research and Education Program (SARE). A financial match was provided by the WSDA Organic Food Program.

Legislation establishing the program in state law was enacted in June 2001 with funding provided in the state budget. Additional funds have come from USDA’s Initiative for Future Agriculture and Farming Systems (IFAFS) for a project researching small farm direct marketing opportunities in Washington, Oregon, and Idaho.

For more information about the Washington State Department of Agriculture Small Farm & Direct Marketing Program, contact:

Leslie Zenz, Program Coordinator
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P.O. Box 42560
Olympia, WA 98504
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Personal Notes:

Doing Business in Washington State

Licensing

Master Licensing

When operating a farm as a business, it is useful or necessary when selling specific products to obtain a business license. However, under Washington state law (RCW 36.71.090), no city or town can pass or enforce an ordinance prohibiting the sale of farm produce (food products, except dairy, meat, poultry, eel, fish, mollusk, or shellfish) directly from the producer to the consumer, or require a Vendor's License (a.k.a. Business License; herein referred to as Master License) of that producer. This law does not prohibit health regulations regarding the handling of produce, nor does it restrain the state from adopting regulations governing the sale of farm produce. It simply means that a producer does not have to have a Master License if selling his or her own produce. Farmers who are selling flowers or nursery or greenhouse stock (considered non-agricultural) are required to obtain a Master License. If a farmer is selling farm products other than her own, the farmer must obtain a Master License.

Most farm businesses do voluntarily obtain a Master License from the state, in order to obtain a tax registration number. This number, most often referred to as a Unified Business Identifier (UBI) number, allows the business to purchase supplies (fertilizer, tools, jam jars, etc.) from wholesale outlets and other stores without being taxed. This can comprise significant farm savings.

You can apply for a Master License under your own name, "Jane Doe" for instance, or register another "business" or "trade" name, such as "Jane Doe's Apple Orchards," on the Master License application.

You can find out if a trade name you want to use is already registered by another business by requesting a search from the Master License Service. Fees for searches vary for phone or mail requests and depending on the number of names searched.

A farmers market may be covered by one Master License that allows the market to operate a consignment booth among other activities. Many farmers markets, however, require farmer vendors as well as craft vendors and other vendors of non-agricultural products to have their own Master Licenses.

Agriculture Addendum

An "Agriculture Addendum," available in your Master License application packet, must accompany your application if:

- You are an egg dealer or handler;
- You have a refrigerated locker;
- You are a pesticide dealer; or
- You are a nursery wholesaler or retailer.

Master Licensing Fee: \$15.00, one time fee

Registration of Trade Name: \$5.00

Other fees may apply.

Contact: Washington State Department of Licensing
Master License Service (MLS)
P.O. Box 9034, Olympia, WA 98507-9034
(360) 664-1400
Many questions about obtaining a Master License
can be answered through the MLS website at:
<http://www.wa.gov/dol/>

Food Worker's Permit

Washington State law requires a vendor handling unwrapped, *processed* (i.e. cut into pieces or cooked) foods at a farmers market to have a Food Service Operating Permit and each person who works or sells with that vendor must have a Food Worker's Permit. This permit is granted through county health departments (see appendix) after the applicant attends a food safety class and passes a written questionnaire. The cost is \$8.00 and the permit is valid for two years.

Vendors selling food items that are commercially prepared and packaged, or non-potentially hazardous foods are exempt from these permits. These are foods that are made in a kitchen which has been inspected and meets WSDA food processor standards, are wrapped in that kitchen, are opened only by the buyer, and do not require refrigeration. There are a surprising number of food products ("non-potentially hazardous" is the key phrase) that can be sold without a permit, but require certain facilities such as handwashing facilities and hot/cold holding equipment. These foods may require a plan review (a fee is charged) and are subject to inspection. Please contact your county health department to determine what permit(s) may be required.

Contact: Your Local Health Department, see Appendix

Reselling Agricultural Products

Some farmers markets allow vendors to sell fruit or produce obtained from other farms. For instance, markets on the west side of the Cascades may have vendors selling fruits or other products that they have acquired from east side farms. These vendors, and other vendors who buy agricultural products for resale, must be licensed by the Washington State Department of Agriculture. Also, many markets themselves have guidelines that regulate this type of selling. Make sure to check with the market at which you plan to sell ahead of time.

A **Cash Buyer's License** is the most applicable to a farmers market vendor. Under this license the vendor must pay the grower for the produce in cash, certified check, bank draft, or cashier's check. A Cash Buyer's License costs \$79.00.

A **Commission Merchant's License** must be obtained if a vendor is being paid a sales commission by the producer. This license requirement also applies to commission booths at farmers markets or in the case of a grower selling a large quantity of another grower's product. A Commission Merchant's License costs \$375.00 and the licensee must be bonded for an amount based upon the annual gross dollar of purchases.

A **Produce Dealer's License** applies in situations where a vendor pays the grower by a personal check or buys on credit. A Produce Dealer's License is \$375.00 and the licensee must be bonded for \$10,000.00.

Licenses for cash buyers, commission merchants, and produce dealers are valid from January 1 to December 31.

Contact: Washington State Department of Agriculture
Commission Merchants Program
P.O. Box 42560, Olympia, WA 98504
(360) 902-1854, e-mail: commerch@agr.wa.gov
<http://www.wa.gov/agr>

Taxation

Obtaining a Tax Number

Although a farm selling directly to the consumer may not be required to have a Master License through the State (see Licensing section), each vendor at a farmers market and each farmers market as a whole must obtain a tax number (Unified Business Identifier, or UBI) from the Washington State Department of Revenue. Each must then file their taxes, according to its requirements, even if the total amount of gross sales does not necessitate a tax. The UBI number is assigned to your business when you apply for a Master License.

Two types of taxes are applicable to direct sales vendors: Retail Sales Tax and Business & Occupation (B&O) Tax. Both of these are handled on the same form once a UBI is obtained. Below are descriptions of each for clarification.

Retail Sales Tax

Generally, produce, groceries, and other unprepared food products are sales tax exempt. Taxes are applied to sales of meals and food prepared by the seller regardless of where it is served or delivered to the buyer, with some specific exemptions. Pet food and supplies, seeds, and growing plants including edible plants, are considered non-food products and subject to retail sales tax. Seeds and edible plants, however, are considered exempt from retail sales tax if purchased with food stamps. All craft vendors are required to collect sales tax.

All vendors that are not exempt by the above criteria must have a UBI number and personally collect tax from customers.

Business & Occupation Tax

If a business grosses more than \$12,000.00 per year, it must pay Business and Occupation (B&O) Tax to the Washington State Department of Revenue. The basic B&O tax rate for retail sales is .00471 of gross sales.

Some cities also charge their own B&O tax, usually on the same criteria as the state.

Contact: Washington State Department of Revenue
Taxpayer Information and Education
Toll Free: (800) 647-7706

Labor

Employer's Identification Number

Any business that hires employees must obtain a federal identification number, called an Employer's Identification Number (EIN), by filing Form SS-4 with the Internal Revenue Service (IRS). An EIN is a number that the IRS uses to identify taxpayers that are required to file various business tax returns. The federal identification number assigned to your business will be registered with the IRS, the Social Security Administration, and the Department of Labor. Contact the IRS for general information, to obtain an SS-4 form, or to request an IRS document entitled, "Understanding Your EIN."

Contact:

Internal Revenue Service (IRS) 800-829-3676

<http://www.irs.gov>

"Understanding Your EIN":

<http://ftp.fedworld.gov/pub/irs-pdf/p1635.pdf>

Unemployment Insurance

All employers doing business in Washington are liable for unemployment insurance taxes unless specifically exempted. Tax liability is determined by the type and nature of your agricultural business and where the work is performed. This determination is made by the Employment Security Department once you have registered your business. Liability begins with your first worker on your first payroll.

The Employment Security Department participates in the Unified Business Identifier (UBI) program. Businesses subject to Washington State taxes can register through the Master License Program, the Employment Security Department, or the departments of Revenue, Licensing, or Labor and Industries.

Contact:

Employment Security Department
(360) 902-9360

or

West of the Cascades: (206) 340-1400

East of the Cascades: (253) 305-0038

or

Washington Employer Help Line

Toll Free: (888) 836-1900

**Worker's
Compensation**

Employers are required to pay worker's compensation premiums for employees. This tax assessment is based on the number of hours worked per particular work classification. This assessment is determined by a caseworker that is assigned to the employer when a tax number is issued (with a Master License). It is important to note that agricultural operations paying wages to family members over the age of 18 must pay into the Worker's Compensation Fund.

Contact:

Washington State Department of Labor and Industries
Division of Industrial Insurance:

Olympia: 7273 Linderson Way SW
Olympia, WA 98504
(360) 902-4817

Seattle: 300 West Harrison St.
Seattle, WA 98119
(206) 281-5400

Spokane: 901 N. Monroe St., Suite 100
Spokane, WA 99202
(509) 324-2600

Tacoma: 1305 Tacoma Ave. S., Rm. 305
Tacoma, WA 98402
(253) 596-3800

Yakima: 15 W. Yakima Ave., Suite 100
Yakima, WA 98902
(509) 454-3700

Social Security

For information regarding your Social Security responsibilities for your employees, contact the Internal Revenue Service.

Contact: Internal Revenue Service (IRS)
(800) 829-1040

**Age Requirements
For Agricultural
Workers**

Farmers are permitted to employ youths at least 14 years of age outside of school hours. Children of the farm family are exempt from WAC 296-131 (regulations pertaining to the employment of minors.) Minor Work Permit Endorsements are required for employers with minor workers (between the ages of 14 –17). Before employing a minor, the employer must obtain written permission from the minor's legal guardian and the minor's school, if employment occurs during the school year.

Children 12 and 13 years old are allowed to work **only** during non-school weeks hand-harvesting berries, bulbs, and cucumbers, and hand-cultivating spinach.

Also, certain duties are considered dangerous and prohibited for minors in agriculture (WAC 296-131-125). For more information about these or other labor issues:

Contact:

Your local Department of Labor and Industries district (see above) or the central office at (360) 902-5316. You may also visit the L&I website:

<http://www.wa.gov/lni/workstandards>

Wages

Employers are required to pay the state minimum wage to workers age 16 and older. Under the federal Fair Labor Standards Act (FLSA,) agricultural exemptions to minimum wage and overtime pay provisions include:

- Ag employees who are immediate family members of the farmer.
- Persons principally engaged on the range in the production of livestock.
- Local hand-harvesters who: commute daily from their permanent residence, are paid piece rate, and were engaged in agriculture less than 13 weeks during the proceeding year.
- Non-local minors, 16 or under, who are hand-harvesting, paid piece rate, employed on the same farm as their parents, and paid the same piece rate as those workers over 16.

Workers under the age of 16 may be paid no less than a determined percentage of the state minimum (85% of minimum

wage in 2001). Contact the Washington State Department of Labor and Industries to verify the amount. Workers under 16 may also be covered under the Federal Minimum Wage Guidelines. Contact the United States Department of Labor for information.

Employers must maintain records of employees for three years. Records must include: employee name and address, occupation, duration of employment, payments made each period, and wage rate.

Contact:

Washington State Department of Labor and Industries
Employer Help Line: (360) 902-5316

United States Department of Labor
(206) 553-4482

Personal Notes:

Insurance

Farmers Markets

The Washington State Farmers Market Association (WSFMA) offers low-rate insurance coverage for its member markets, covering the market as a whole. Farmers vending at farmers markets that are members of the WSFMA may obtain low-cost general and product liability insurance through the farmers market. This will cover the vendor's own product. Contact your farmers market manager for information.

Contact: Washington State Farmers Market Association
PO Box 30727
Seattle, WA 98103-0727
(206) 706-5198
Visit <http://www.wafarmersmarkets.com>

On-Farm Sales, Roadside Stands And CSAs

When you invite the public onto your farm you should be certain that you have adequate insurance coverage for any mishaps that might occur. Liability coverage for products that your customers are ingesting is also important.

The recommended amount of coverage for property and liability is based on the farm's net worth and five years of earnings. The Grange, for instance, will not insure for less than \$300,000 and recommends \$1 million.

If your farming operation is very small, you may be able to simply add coverage to your homeowner's policy. Larger operations may require a farmowner's policy that includes property coverage as well as liability coverage for physical injury and ingested food products. A farmowner's policy can also cover a roadside stand, whether or not it is on your property, and may be extended by endorsement to cover a farmers market stand. Farms that process foods or sell primarily flowers or other non-edibles may require a Commercial General Liability policy.

Contact: Your insurance agent or consult the telephone directory for insurance agencies.

Direct Marketing Strategies

Direct Marketing Options

Direct marketing often allows for a greater return on your product. However, when considering this type of marketing you must address the time and cost of selling the product yourself, and you must understand that direct marketing necessitates a personality conducive to dealing with the public. Consumers who purchase products directly from the producer are drawn to qualities such as freshness, high quality, and appearance, as well as availability of unusual varieties not found in grocery stores and a good working relationship with the producer.

Knowing the expectations of your market, communicating clearly, following through with commitments, and being aware of your limitations are important aspects of this relationship. Your success will be founded on meeting these criteria. There are many resources available to assist small farm businesses in successfully direct marketing of their products. Many of these are listed in the back of this handbook to help producers find more in-depth information on direct marketing. The following strategies presented here serve only as an overview, describing some strategies used by farmers to market directly to the consumer.

Tips for Successful Marketing

- Before embarking on a new marketing strategy, talk with other farmers who use it or have tried it. Different strategies work for different folks. You may find that your most valuable information comes from other farmers.
- Remain consistent with the quality of your product, and customers will return again and again.
- Don't undersell yourself. Determine the cost of producing your product, set the price, and stay there. By offering bargains, customers will come to expect low prices and may be turned off when they have to pay more next time.
- Likewise, don't undersell your neighbor. By lowering prices, you may sell more product, but you set a low price standard. If farmers wish to be paid higher prices, they need to work together establish a higher standard.
- Be attentive to changes in market trends. Consult magazines or periodicals for ideas and updates about gourmet foods, food trends, etc. Flexibility and creativity will give you a broader range of opportunities to sell your product.
- Consider adding value to your product. Examples of added value are flower bouquets with gift cards, specialty jams and sauces, and pre-washed and mixed packages of salad greens. Regulations regarding the processing of food can be found in the Processed Foods section of this handbook.
- Always strive to deliver on time a product of the quality you promised.

- Be organized. With any marketing technique it will benefit you to know your product well, be able to quote your prices, know where your receipt book is, and when you can deliver next. A multitude of organizational qualities will help you to present yourself as a professional.
- Pay attention to the marketing techniques used to sell all kinds of products. Creative packaging, advertising, signs and a unique product are examples of these techniques.
- Utilize your advantages. Do you have a beautiful old farm that is attractive to on-farm customers? Consider agri-tourist activities. Do you live in a diverse community with many different ethnic backgrounds? Consider catering to the tastes of the different people who live around you.
- Remember, "If you build it, they will come - *BUT ONLY IF THEY KNOW YOU ARE OUT THERE!*" There are many inexpensive ways to advertise your farm business. Radio ads, flyers posted at targeted places, newsletters mailed to lists of customers, and business cards will help you build your clientele. Sometimes local newspapers are looking for bright spots of human interest, such as the delicious heirloom tomatoes at your new farmstand, complete with a recipe and a photo of happy people enjoying your ripe tomatoes.
- Know that your product is *just what people are looking for* and tell them so, often. *You* are your best form of advertising.

Farmers Markets

With more than 80 locations statewide, Washington farmers markets are an excellent way to directly market your farm products. Farmers markets provide a large customer base for farm products, a training ground to develop marketing skills and customer preferences, the opportunity to network for other types of direct marketing (CSA programs and direct-to-restaurants), and some of the best prices and return on produce.

Farmers markets are the most common place for new growers to get their start. By participating at a farmers market you can learn about current trends, customer expectations, and the nuances of successfully marketing your product. Farmers markets can vary quite a bit, so visit the market where you plan to sell and talk with the other vendors. Make note of what types of products are being sold, how they are displayed, and what niches may be under-utilized. Information on average sales at member markets is available from the Washington State Farmers Market Association.

Here are several elements to selling at farmers markets that can enhance sales:

- Cleanliness in appearance of both the product and the seller.
- Abundance (or the appearance of abundance) of product.
- Engage the customer.
- Keep busy by sprucing up here or re-stacking there to give the appearance that you are recovering from a rush on your product.
- Consider offering samples of your delicious product for customers to try (check with your local health department – see Appendix for regulations).
- Good signage is essential for crops, prices, and product information.
- Pictures and information about the farm, farmers, and family are of interest to many customers.

Food Stamps

Your farm may qualify to accept food stamps at farmers markets. See the General Information section for more information.

WIC

Many farmers markets accept Women, Infants, and Children (WIC) Farmers Market Nutrition Program checks. See the General Information Section for more information.

Each farmers market will have a set of rules and regulations concerning vendor fees and which and how products can be sold. Contact them individually for information.

The Washington State Farmers Market Association (WSFMA), a network of more than 70 farmers markets, has a list of associated farmers markets throughout the state. The association offers low-cost insurance for its member markets (see Insurance section), sets a farmer-oriented standard for markets, and provides educational opportunities for market managers and vendors.

WSFMA Membership Policies

- To qualify for membership benefits in the Washington State Farmers Market Association, the applying farmers market must submit a vendor roster showing at least five vendors who are farmers selling their own farm products.
- Total combined gross annual sales of processors and/or resellers shall not exceed the total gross annual sales of farmers.
- Total gross annual sales of others shall not exceed total gross annual sales of producers (contact WSFMA for definitions).
- WSFMA member markets are required to keep a current list of their vendor-members, including vendor name, type, address, telephone number and e-mail address.
- WSFMA member markets shall provide WSFMA annually with updated vendor lists*, by-laws, market rules/policies, and examples of any other documents (e.g. newsletters, applications, etc.). (*For vendors requesting privacy, list business name, vendor type, and the words "contact vendor through market.")
- WSFMA member markets will be visited periodically to assess the degree to which they are meeting WSFMA standards of membership, and to assess market needs.
- No commercial items, no imported items, and no secondhand items shall be sold by ANY vendor at any WSFMA member market.
- No franchises are allowed at any WSFMA member market.

For detailed market guidelines contact WSFMA.

The WSFMA creates a unified voice for farmers markets and for promoting the sale of locally grown products directly to the consumer by coordinating projects in conjunction with state agencies, Washington State University, and non-profit organizations.

Contact:

Washington State Farmers Market Association
P.O. Box 30727
Seattle, WA 98103-0727
(206) 706-5198
<http://www.wafarmersmarkets.com>

U-Pick and On-Farm Stands

U-Pick

Marketing Crops that are best suited for U-pick marketing are those which harvest easily and where ripeness is easily determined. Small fruits, pumpkins, and Christmas trees are common U-pick crops, yet some farms will allow U-pick even with a full range of vegetable crops. U-pick is a good method for reducing harvesting expenses, but a great deal of time may be required to manage the public effectively – from sales transactions and harvesting instruction through management to ensure a thorough harvest. Clear signs directing ‘pickers’ to the farm (see Signage section) and ample parking are essential, and also a scale, legal for trade, unless you are selling produce by the flat or individual item (see Weights and Measures section).

On-Farm

Stands There are several different ways in which to operate an on-farm stand, ranging from simple, self-serve stands to elaborate roadside attractions. Self-serve stands require very simple and clearly written directions for the customer to follow, and a slot-drop box, preferably locking, for payment. Some key elements for success in marketing with this method are: refrigeration (keeps your product fresh); clearly written and eye-catching directional signage; convenient access from a main road, and ample parking.

Another favorable way to attract customers is to offer a variety of products. Some on-farm stand owners will buy fresh or packaged products to augment their own. Selling other producers’ product requires a Commission Merchants License (see Licensing section). Farm stands do not require special zoning permits if at least fifty percent of the produce sold is grown on-site. Off-farm produce stands may require special zoning permits. Contact your local county agency for information about zoning and building permits.

Contact:

For information about zoning and building permits:

Your Local Development Services Department,
Building Department, or Planning Department

Entertainment Farming

Also known as "agri-tourism," entertainment farming is becoming a popular way to attract customers and bring more income to the farm. There are several ways to incorporate entertainment activities on your farm. These activities can include U-pick crops; horseback riding; bed & breakfast; or regional harvest festivals. People are often attracted to nostalgic images of farming and activities in which they can participate. It is to your advantage to "set the stage" of a stereotypical farm, complete with a red barn, livestock, and an old tractor out front. Hay rides and bobbing for apples can add charm to the experience of a U-pick pumpkin patch. Petting zoos and straw bale or corn (maize) mazes are also examples of entertainment farming. There are many professional corn maze "developers" who can create mazes with fantastic detail and in a variety of sizes; most average about six acres.

Before you put out the signs and welcome the public to your farm, be aware that managing the public requires a great deal of patience and the right personality. Contact your local health district to find out regulations that apply to apple-bobbing, apple pressing, and other food-related activities. Petting zoos may also be regulated by your local health department. Often, these regulations require that you provide adequate hand washing and restroom facilities for your customers. Regulations can be met with a little effort, so don't be dissuaded from this type of activity. Make sure that you have an adequate insurance policy that will cover any mishaps that may occur while the public is on your farm (see Insurance section for more information).

Contact:

Your Local Health Department – See Appendix

Community Supported Agriculture (CSA)

Community Supported Agriculture is a marketing system where customers buy “shares” in a farm’s harvest. They pay a sum at the beginning of the season, thus providing the farm with up-front capital. In return, each customer receives a weekly allotment of produce. The produce is either delivered to the customer’s door or a drop-off site, or it can be picked up at the farm. This type of marketing should be employed only by a well-experienced farmer. In theory, the “shareholder” and grower share the risks of production throughout the season. In practice, however, the farmer must deliver a steady supply of product if she wishes to retain customers for the following season.

One benefit of CSA marketing is that it allows farms to grow a diversity of crops rather than relying on single cash crops. CSA marketing can also be successful for flowers, animal products, and single crops. Some farms have formed collective CSA programs in which a group of farmers combine their produce and then divide it into shares for customers. These collective programs allow a wide variety of produce for the customer without requiring a single farm to produce everything and allow a larger customer base than a single small farm might be able to accommodate. CSA marketing is one of the most direct ways to market your farm produce to the consumer and there are few restricting regulations. Below are some of the topics that apply to CSAs. Be sure to see other sections of this handbook, referenced here, that may apply to your farm.

Licensing

A Washington State Master License is not required to sell your own produce directly to the consumer. However, the Unified Business Number (UBI) that is granted with this license allows a business to purchase supplies (fertilizer, tools, etc.) from wholesale outlets and without being taxed. See Licensing section for more information.

Insurance

If customers will be coming to your farm to pick up their produce, do work exchanges or attend farm workdays, or if you will have apprentices on the farm, be certain that you have adequate insurance in case mishaps occur. See Insurance section for more information.

Labor

If you hire employees to work on your CSA you must obtain a federal Employer’s Identification Number (EIN) and meet state regulations regarding unemployment insurance, worker’s compensation, social security, agricultural workers age requirements, and wages. See Labor.

Farm Produce

See the Selling Specific Products section for regulations and information.

Food Stamps

Your CSA may qualify to accept food stamps, but certain rules may limit participation. See the General Information section for information.

See the Doing Business in Washington State section for taxation. See the Appendix (Resources for Direct Marketing) for more information about operating a CSA program.

Direct to Restaurants and Retail Stores

Sales to retail stores and restaurants are often accomplished through wholesale markets, but an organized farmer with a consistent supply of seasonal produce can form direct working relationships with these customers as well. Grocery stores and restaurants are concerned with consistent supply and strict quality standards, much like wholesale distributors. Before you market your produce, be sure you are well versed in how products should be packaged to be sold (e.g. lettuce is packed 24 heads to the case). The USDA has published "Quality Standards – Fresh Fruits and Vegetables," a list of quality and packing standards. See Websites in the Resources section.

Recent food safety issues have compelled some grocers to require producers to ensure the safety of their produce with third party inspections or "food safety audits." Although these audits are costly and most small growers probably cannot afford them, the FDA has issued a set of guidelines called "Good Agricultural Practices" (GAPs), telling farmers how to avoid contamination of produce. Be prepared to reassure a buyer, through a documented plan, for instance, that you are following these guidelines. GAPs guidelines are available on-line at: <http://vm.cfsan.fda.gov/~dms/prodguid.html> or see the Cornell guide to GAPs in the Resources section: Food Safety Begins on the Farm: A Grower's Guide.

Hotels, Restaurants, & Institutions (HRI)

When seeking restaurant accounts, select more up-scale restaurants that boast that the food they prepare is organic or locally grown. Inexpensive and franchise restaurants, accustomed to limited wholesale produce and prices, may not be able to give you a competitive price. More unusual varieties or 'gourmet' products are often appreciated by creative chefs looking for a new "color with which to paint." Often this relationship between farmer and chef is initiated at a farmers market, where a chef is buying produce for a restaurant. If the grower wishes to initiate the relationship, it is wise to set up an appointment with the head chef or buyer for the restaurant. Bring full case or buying unit examples with you. Always have a clear idea of what price you want for your products, exactly when you would be able to deliver them, and for what duration you would be able to provide the product. If the chef likes what she sees, she may want to buy from you right then, so be prepared with a receipt book and ample produce. Once you have established a relationship with a chef, maintain it by always delivering on time with the amount and quality of product you promised. Small extras count, like sharing cooking tips for more unusual products, or throwing in some of the produce you will have in quantity next week!

Grocery Stores

Grocery stores, especially food cooperatives and independently owned or alternative market stores, are often willing to buy directly from the grower. Remember that grocers will "resell" your product, so they are interested in having the most attractive and the freshest products they can get. For this reason, the local grower is at an advantage in this type of market. Grocers are also interested in having a consistent supply over time, which can be a challenge to a small grower. Don't let this stop you from approaching grocers, however, as each store buyer will have different priorities. As mentioned for selling to restaurants, approach the store buyer with full cases or buying units, be prepared to sell at that time, and have a clear idea of when you can deliver again and for what duration. Grocers, differing from chefs, are reluctant to carry unusual products, which might not sell well. If you have an unusual product, you may offer to sell it on consignment, collecting payment only for product that sells, for a trial period. This is most common when selling quickly perishable items such as fresh flowers.

Both of these strategies are considered to be wholesale sales, because these customers "resell" the products which the farmer sells to them. Different regulations apply to "wholesaling" products than to retailing or direct sales. Please note this when reviewing Selling Specific Products.

Internet Marketing and Mail Order

Mail order marketing through catalogs and/or a website on the Internet is an excellent way to reach a wide audience. Even a local audience can be captured through the use of the Internet. Mail order marketing is best used for products that have a long shelf life and are easily packaged for shipping. However, there is opportunity for selling live plants, fresh flowers, and produce. This method of marketing may require publishing a catalog or maintaining a website, paying attention to effective organization and maintenance of a database of customers and catalog recipients, and receiving, filling, packing, and sending orders. Selling through an established catalog or Internet company may save organizational time and effort, but the price you receive for your product will be less, and your name may not accompany your product.

If you are selling through your own website or catalog, the Federal Trade Commission has set a rule which applies to the goods the customer orders from the seller by means of telephone, directly or indirectly (i.e. fax and Internet), or mail order, regardless of how the merchandise is advertised, how the customers pays, or who initiates the contact. Known as the "30-day Rule," it requires that when you advertise, you must have a "reasonable basis" (see below) for stating or implying that you can ship within a certain time. If you make no shipment statement, then you must have a reasonable basis for believing that you can ship within 30 days of receiving the order. *This rule does not apply to orders for seeds, growing plants, or subscription sales (CSA) after the initial shipment is made in compliance with the rule.*

The following steps are important for establishing a "reasonable basis":

- Anticipated demand. Is the demand for each advertised item reasonably anticipated?
- Sufficient supply. Is there enough inventory on hand to meet the anticipated demand?
- Fulfillment system. Can you handle filling all of the cumulative orders? It is wise to anticipate increased demand during holiday seasons.
- Record keeping. This is really the most important step to take in maintaining a sound mail order business and in complying with the 30-day rule. Records should be kept for each transaction for up to 5 years.

Contact: Federal Trade Commission
CRC-240
Washington, D.C. 20580
202-326-2222
Or see the Mail or Telephone Order Merchandise Rule at:
<http://www.ftc.gov/bcp/conline/pubs/buspubs/mailordr/toc.htm>

Personal Notes:

Selling Specific Products

Eggs

Farmers Markets & Direct to Retail

Farmers selling eggs (from a chicken, goose, turkey, duck, guinea, or any species of fowl) at farmers markets and through direct to retail sales (i.e. restaurants and grocery stores) must comply with the requirements of Chapter 69.25 RCW and be licensed through the Washington State Department of Licensing (WSDOL) as an egg handler/dealer. Local health districts have jurisdiction over farmers markets in their areas and may conduct market inspections to assure vendor compliance with local rules and regulations. Direct to retail sales also require obtaining Egg Seals from the Washington State Department of Agriculture.

Eggs are subject to inspection by the WSDA Egg Inspection Program for adherence to grading standards, sanitary facility conditions, and truthful labeling. Eggs are graded AA, A, and B quality. By size they are graded Jumbo, Extra Large, Large, Medium, Small, and Pee wee. These quality and weight designations are required for legally selling eggs off the farm. It is unlawful to sell eggs that are inedible, contain blood, or are dirty. Adequate cooling to an internal egg temperature of 45 degrees or below is required during all stages of egg handling: after processing through transportation, distribution, and sale. Eggs must be held in coolers either with mechanical refrigeration, ice, or frozen gel packs, making sure these packs (or ice) do not come into direct contact with the eggs. A display dozen may be used, but may not be sold.

On-Farm Sales & CSA

Poultry or egg producers may sell eggs from their own flocks directly to the end consumer from the place of production without the purchase of an Egg Handler/Dealer License or Egg Seals from the Washington State Department of Agriculture. Shell eggs are a perishable food and must be handled properly, with care, under cold and sanitary conditions to assure consumer safety.

Containers & Labeling

The majority of shell eggs are sold in fiber or foam egg cartons. However, it is legal for shell eggs to be sold in any type of new container, provided the eggs are protected from damage and/or adulteration (contact with leaking or damaged eggs or any poisonous or deleterious substance that may render the contents injurious to health).

Federal law requires containers used for selling eggs to be labeled with the following information:

- (1) Identification of the product, name and place of business of the producer, packer, or distributor (e.g. EGGS, Sunny Farms, 1234 Eggshell Road, Overeasiville, WA);
- (2) The quantity, weight, and grade of the eggs (e.g. One Dozen Large A Grade);
- (3) The words “keep refrigerated” in lettering at least 1/8-inch high.

Eggs that are sold in bulk should also have the above information displayed on the cooler where the eggs are kept. It is unlawful for the egg handler/dealer to pack eggs into containers with another company name or identification number. Egg cartons can be purchased from carton manufacturers, at some feed stores, farmer cooperatives, or through farm supply catalogs, etc.

Licensing & Misc. Fees

If selling at a farmers market or direct to retail (or wholesale), Egg Handlers/Dealers must obtain:

- Master License from WSDOL: \$15.00
- Egg Handler/Dealer License, also from WSDOL: \$30.00 Renewable Annually.
- For direct to retail sales: Egg Seals - \$2.68 for 1,000 dozen from the Washington State Department of Agriculture.

Contact: Washington State Department of Licensing
Master License Service (MLS)
P.O. Box 9034, Olympia, WA 98507-9034
(360) 664-1400
Many questions about obtaining a Master License can be answered through the MLS website at:
<http://www.wa.gov/dol/>

Washington State Department of Agriculture
Egg Inspection Program
Olympia (360) 902-1830
<http://www.wa.gov/agr/fsah/egg/Egg-HP.htm>

Fish and Shellfish

Contact your county health department (see Appendix) to determine necessary local permits for selling fish and shellfish at farmers markets or other direct sales venues.

Fish and shellfish may be sold at retail if the product is purchased from wholesale dealers licensed by the Washington State Department of Fish and Wildlife (WDFW). To sell fish directly to the consumer requires a Wholesale Fish Dealer's License (see Fish section, below.) Any fish or shellfish to be displayed on ice must have fresh ice made daily from potable (drinkable) water.

HACCP

If you cut, clean, freeze, or otherwise prepare fish or fishery products for sale, you are a fish processor. According to the code of federal regulations for the Food and Drug Administration (Title 21 part 123) adopted by the state, pertaining to the processing of fish and fishery products, "Every processor shall conduct, or have conducted for it, a hazard analysis to determine whether there are food safety hazards that are reasonably likely to occur."

"Every processor shall have and implement a written Hazard Analysis and Hazard Analysis Critical Control Point (HACCP) plan whenever a hazard analysis reveals one or more food safety hazards that are reasonably likely to occur..."

Contact:

Washington State Department of Agriculture
Food Safety Program
P.O. Box 42560, Olympia, WA 98504-2560
(360) 902-1876
<http://www.wa.gov/agr/fsah/food/FS-HP.htm>

Fish

A WDFW Wholesale Fish Dealer's License is required of any person wishing to sell fish directly to the consumer. A Wholesale Fish Dealer's License is also required for:

- A business in the state to engage in the commercial processing of food fish or shellfish, including custom canning or processing of personal use food fish or shellfish.
- A business in the state to engage in the wholesale selling, buying, or brokering of food fish or shellfish. A wholesale fish dealer's license is not required of those businesses which buy exclusively from Washington licensed wholesale dealers and sell solely at retail.
- Fishers who land and sell their catch or harvest in the state to anyone other than a licensed wholesale dealer within or outside the state.

- A business to engage in the commercial manufacture or preparation of fertilizer, oil, meal, caviar, fish bait, or other byproducts from food fish or shellfish.
- A business employing a fish buyer.

A WDFW Fish Buyer's License is required of and shall be carried by each individual engaged by a wholesale fish dealer as a fish buyer. A "fish buyer" means an individual who purchases food fish or shellfish on behalf of the licensed wholesale dealer.

An Anadromous Game Fish Buyer's License is required to purchase or sell steelhead trout and other anadromous game fish or roe harvested by treaty Indians possessing valid federal or tribal fishing identification cards during lawful open seasons.

Fees:

Wholesale Fish Dealer's License	\$250
Fish Buyer's License	\$ 95
Anadromous Fish Buyer License	\$180

Contact:

Washington State Department of Fish and Wildlife
License Division
(360) 902-2464

If fish is to be processed in any way (smoked, cooked, etc.), a WSDA Food Processors License is also required (see Processed Foods section).

Shellfish

If you wish to harvest or sell shellfish (harvesting, packaging, and/or shucking clams, oysters, mussels, and/or scallops) commercially for human consumption, you are required to obtain a Washington State Master License (see Licensing section) **and** licensing from the Washington State Department of Health (WSDOH). Contact WSDOH for information and application; three licenses are available, with the fees dependent on the level of complexity of the processing facility. If shellfish is to be further processed in any way (smoked, cooked, etc.), a WSDA Food Processors License is also required. See Processed Foods section.

Contact:

Washington State Department of Health
Food Safety & Shellfish Program
(360) 236-3330

Aquatic Farms

An aquatic farm is any facility or tract of land used for private, commercial culture of aquatic products. Anyone who raises aquatic products for eventual sale must register the aquatic farm with the Washington State Department of Fish and Wildlife. This includes any commercial culture of salmon, trout, oysters, clams, and aquatic plants, as well as U-catch trout ponds, ornamental fish growers, fish and shellfish hatcheries, etc. Operations where wild-caught finfish or shellfish are held temporarily, prior to sale, are excluded. If the aquatic farm involves any type of structure (for example: netting, baskets, beach graveling, etc.), a valid Hydraulic Project Approval or signed statement agreeing to abide by provisions in the Aquaculture pamphlet is required. Before the Aquatic Farm Registration card will be issued, a Department of Health beach certification number must be submitted for all beaches used for the commercial harvest of bivalve shellfish. No fee is charged for this registration.

Contact:

Washington State Department of Fish and Wildlife
License Division
(360) 902-2464

Fresh Fruits & Vegetables

Inspection

Washington State farmers, selling directly to the consumer in Washington, may sell produce without inspection. Farmers cannot sell produce subject to inspection to anyone who will re-sell the products (i.e. farm stands, or brokers who sell at farmers markets.) Limits are placed on total amounts sold per consumer for specific products (commodities). For instance: a farmer can sell a total of 500 pounds of apples, per day, to any one consumer. Limits (per consumer, per day) for other commodities are as follows:

- Pears, peaches, apples, apricots, and potatoes: 500 pounds
- Asparagus: 250 pounds
- Italian prunes: 350 pounds
- Sweet cherries: 100 pounds

Cases of apricots, Italian prunes, and sweet cherries sold to consumers must be marked “not for resale.” Inspection for apples, apricots, sweet cherries, pears, peaches, Italian prunes, asparagus, and potatoes is required when selling any amount direct to restaurants or grocery stores. Inspection is available for other fruit and vegetable crops, but is not mandatory.

Standards for Grades & Packs

Fruits and vegetables are inspected to assure uniformity and compliance with standards for grades and packs, which have been set by either the federal or state government, for each type of commodity. Grading includes attention to maturity, soundness, shape, size, color, and freedom from pest or mechanical injury. Packaging includes attention to size, dimension, and labeling of containers used. Contact the WSDA Fruit and Vegetable Field Inspection Office to locate field offices, or for detailed information on inspection. Fees for inspection vary for each commodity.

Contact: Washington State Department of Agriculture
Fruit and Vegetable Inspection
(360) 902-1832

Note: Fresh salad mixes, popular value-added products, are considered to be “processed food,” and must meet local and state requirements for production. See Processed Foods section.

Herbal Products

For the purposes of this section, "herbal products" refers to tinctures, lotions, salves, and other similar items. Herbal products that are ingested, such as dried herbs, teas, tinctures, capsules, and tablets, are considered "dietary supplements" and must meet regulations for processed foods (see Processed Foods section).

Herbal products fall into two categories: **dietary supplements** and **cosmetics**. The WSDA follows the regulations of the United States Food and Drug Administration (FDA) and chapter 69.04 RCW, the Washington State Food, Drug, and Cosmetic Act.

Dietary Supplements

The FDA defines dietary supplements as a product (other than tobacco) that is:

- Intended to supplement the diet that bears or contains one or more of the following dietary ingredients: a vitamin, a mineral, an herb or other botanical, an amino acid, a dietary substance used by humans to supplement the diet by increasing the total daily intake, or a concentrate, metabolite, constituent, extract, or combination of these ingredients;
- Intended for ingestion in pill, capsule, tablet, or liquid form;
- Labeled as a "dietary supplement."

Dietary supplements include products such as an approved new drug, certified antibiotic, or licensed biologic that was marketed as a dietary supplement of food before approval, certification, or license (unless the Secretary of Health and Human Services waives this provision)

To produce a dietary supplement you are required to be licensed as a food processor with WSDA (see Processed Foods section). Claims may not be made about the use of a dietary supplement to diagnose, prevent, mitigate, treat, or cure a specific disease. For instance, statements such as "cures cancer" or "treats arthritis" may not be used. However, appropriate health claims authorized by FDA such as "calcium reduces the risk of osteoporosis" may be used if the supplement qualifies to bear that claim. In addition, the manufacturer may describe a supplement's effects on the structure or function of the body or the "well-being" achieved by consuming the dietary supplement.

Like other food products, dietary supplement products must follow the federal labeling requirements, which include:

- Name of product, including identification as a "dietary supplement", and the manufacturer.
- The name and quantity of each ingredient or, for proprietary blends, the total quantity of all dietary ingredients in the blend.

- Products containing herbal or botanical ingredients must state the part of the plant from which the ingredient is derived.
- Nutritional information labeling, where appropriate, preceding ingredient list.
- Net weight of the product.

Contact: Washington State Department of Agriculture
Food Safety Program
P.O. Box 42560, Olympia, WA 98504-2560
(360) 902-1876

Cosmetics

Cosmetics and their ingredients are not required to undergo FDA approval before they are sold to the public. However, ***producers are expected to make sure their products are reasonably safe.*** According to the FDA, cosmetics are defined as:

Articles or products intended to be rubbed, poured, sprinkled, or sprayed on, introduced to, or otherwise applied to the human body or any part thereof for cleansing, beautifying, promoting attractiveness, or altering the appearance without affecting the body's structure or function.

No cosmetic may carry a claim that the product treats or prevents a disease, or otherwise affects the structure or function of the body. Products that do carry this claim are considered to be drugs and require FDA approval as such. As with dietary supplements, cosmetics are required to follow federal labeling requirements (listed above). Certain cosmetics (such as shampoos and detergent bubble bath) are also required to bear specific warnings on their label.

Please contact FDA for specific information concerning the manufacture and labeling of herbal products.

Contact: Sue Hutchcroft
Public Affairs Specialist
Food & Drug Administration
(425) 483-4953

Division of Compliance and Enforcement/ONPLDS
Center for Food Safety and Applied Nutrition
Food and Drug Administration
HFS-810, 200 C Street SW
Washington, DC 20204
(202) 205-5229

Honey

Persons wishing to sell honey directly to the consumer must comply with state law (chapter 15.60 RCW and WAC 16-602-025), which requires honey to be free from contaminants and labeled properly (see Labeling section for requirements). Beekeepers who extract their own honey do not need a WSDA Food Processor's License, **unless** the honey is sold wholesale (sold to another person or business who will resell it) or processed in some way (i.e. added ingredients or flavors).

All hives, whether for home or commercial use, must be registered with WSDA Laboratory Services. Annual registration fees are based on a sliding scale, beginning at \$5.00 for 1-5 hives and up to \$300.00 for 1,001 hives or more. Registration of hives provides official documentation which can be useful in the event of colony loss through poisoning or natural disaster. Fees also assist in funding apiary research. Questions regarding registration of beehives should be directed to WSDA Laboratory Services.

Contact: Washington State Department of Agriculture
Laboratory Services – Pest Program
(360) 902-2071

Milk and Dairy Products

Any Washington State farm/dairy wishing to sell milk or dairy products from sheep, goats or cows must apply for a Grade A Dairy License and pass inspection by WSDA, meeting regulations regarding construction of facilities, cleanliness, sanitation, etc.

Raw milk may be directly marketed with a Grade A Dairy License. Additional state requirements must be met concerning the health of the herd.

An additional Grade A license is required for bottling and processing facilities. Regulations for bottling facilities require a mechanical bottling apparatus, among other things. Call the WSDA Food Safety Program for details and an application packet. These licenses are free of charge.

Contact: Washington State Department of Agriculture
Food Safety Program
(360) 902-1875

Farms/dairies wishing to produce cheese products or butter must also have a WSDA Food Processors License. See the Processed Foods section for information about obtaining this license.

Meat

For the purposes of this section, “livestock” refers to cattle, swine, sheep, and goats. Livestock producers (except poultry – see Poultry section) in Washington State currently have three strategies by which to sell their products:

Live Auction Sales

Producers sell livestock at live auction for slaughter or to larger-scale growers to raise and process. Animals must be free from disease before sale and cattle must be tested for Brucellosis before being returned to a farm. Cattle and horses must have a proof of ownership or brand ID. This type of sale often brings a low return for the producer. For more information about brand ID or proof of ownership contact WSDA Livestock Identification.

Contact: Washington State Department of Agriculture
Livestock Identification
(360) 545-8816

Custom Meat Sales

Producers may sell an animal by live weight to a customer(s) who then contracts with the producer or a custom slaughter facility to process the animal for that customer's home consumption only. If the slaughter is done by a mobile custom farm slaughter facility, the carcass is then taken to a custom meat facility for cutting, wrapping, and packing.

The animal may also be taken live to a custom slaughter establishment for slaughter and packing. These facilities are inspected by state and local health departments, but not by the USDA (some custom facilities will offer USDA inspected services on a limited basis). The meat for custom slaughter is considered “uninspected” and must not be resold. No assurances are required from the seller regarding the health of the animal.

Contact: Washington State Department of Agriculture
Animal Health Program
(360) 902-2095

Inspected Meat Sales

Producers that wish to offer meat and animal products (as opposed to live animals) for sale must have the animals slaughtered, processed, and inspected in a USDA inspected facility. Facilities may have minimum head number requirements or work only on contract, and many process only beef.

Contact: USDA Food Safety Inspection Services
(503) 399-5831 in Salem, OR
(425) 487-0155 in Bothell, WA

USDA meat and poultry hotline:
(800) 535-4555 EST

Exotic & Game Animals

Ostrich, emu, or rhea (ratites) and pigeons (squab) are considered to be “poultry” by the USDA and will follow the same laws as other poultry (see Poultry section.)

The state does not regulate the slaughter of domestically raised exotic animals such as rabbits, buffalo, or game animals. All exotic meat animals must be taken to a processing facility that has a USDA grant of inspection for the particular exotic species in order to market to the public as a finished product. It is illegal to operate an elk farm in the state of Washington.

Farmers Markets

Local Health Departments have jurisdiction over farmers markets, and inspect them regularly. Some counties in Washington allow sales of USDA inspected fresh and frozen meats at farmers markets, with specific regulations.

Contact: Your county health department for information about regulations in your county (see Appendix.)

Example

Seattle & King County allow farmers market sales of processed, pre-packaged, and inspected farm-grown or raised meat, poultry, rabbit, aquatic food (MPRAF) at farmers markets, with specific regulations. These regulations were developed by a team comprised of farmers and representatives from USDA, WSDA, Farmers Market coordinators, Washington State University, and Seattle & King County Public Health. Responsibility for enforcement of these regulations is shared among Seattle & King County Public Health, Farmers Market coordinators, and farmers. The following is an example of these regulations. It is not meant as a comprehensive list – contact Seattle & King County Public Health for a complete document of regulations.

- Allowable MPRAF are those products raised or grown by, or aquatic food harvested by, the owner/operator only. These products must be processed, pre-packaged, and inspected (USDA or WSDA as approved) at an approved source and proof of such processing and inspection can be supplied. Products purchased for resale will not be allowed.
- Non-mechanical freezer/cooler units shall be commercially manufactured, constructed of either hard plastic or metal, and capable of maintaining MPRAF product temperatures at or below 10⁰ F for a period of time that is no less than nine hours. Commercial grade gel ice shall be used for refrigeration and both the gel ice and the MPRAF products shall be frozen to 10⁰ F prior to being placed in the freezer/cooler units. The gel

ice shall be placed on top of the MPRAF products and be in sufficient quantity as to completely cover the MPRAF products. MPRAF products must be maintained at or below 10⁰ F.

- The Market coordinator and vendor shall be responsible for maintaining time/temperature logs for each freezer/cooler unit used for transport and/or dispensing MPRAF products. These logs shall show the time of day recorded and the temperature of the products in the freezer/cooler units. At a minimum, these temperatures will be recorded at the beginning of the operating day, at mid-day and one hour before the end of the operating day. These logs shall be made available to the health officer upon request.
- The owner and/or operator of an MPRAF mobile Truck Establishment dispensing MPRAF at Farmers Markets must obtain proper permits, including MPRAF mobile truck establishment permits for each truck /stall dispensing MPRAF at Farmers Markets, food and beverage worker's permits, a MPRAF wrapper salesperson's permit, and written confirmation from the health officer that all applicable requirements have been met and all of the vehicles and/or freezer/coolers used for the transportation and/or dispensing have been inspected and approved before Farmers Market MPRAF sales operations are initiated.

Contact: Seattle & King County Public Health
Wells Fargo Center
999 Third Ave, Ste 1200, Seattle, WA 98104
(206) 205-1926 or (206) 296-4880

Poultry

The number of birds processed (slaughtered) per year determines the licensing and inspection requirements for selling direct to consumer. Note: Numbers below refer to chickens. One turkey is considered the equivalent of four chickens, so 1,000 chickens = 250 turkeys.

Less than 1,000 birds

If you raise, 1,000 chickens or less per year, you can raise, slaughter and sell directly to the consumer (on your farm, not at a farmers market) without a state or federal license. Local city or county health departments must provide a license/inspection. If local authorities do not provide oversight, then you must obtain a WSDA Food Processing License (chapter 69.07.040 RCW) to allow the sale of 1 to 20,000 birds to the public. See Appendix for Local Health Department listings.

1,000 - 20,000 birds

WSDA Food Processors License is required. The USDA requires that for 1,000 - 19,999 birds slaughtered per year, each bird or package for sale must be marked or tagged, "Exempted under PL 90-492" and the name and address of the processor. This is a Public Notice Law that permits these birds to be sold without USDA inspection. Please note that WSDA licensing is applicable even if you are selling directly off your farm at this capacity.

A WSDA Food Processors License is required for 1 bird -20,000 birds, if they are to be sold at a farmers market or to a hotel, restaurant or institution (HRI), which is considered to be "wholesale." In order to sell to a retail store, you must have USDA inspection. Apply for a Food Processors License through the WSDA Food Safety Program. Facilities will be inspected and must meet certain criteria.

Examples of criteria:

- Work tables must have surfaces that are easily cleaned and non-corrosive (unfinished wood is not acceptable).
- Poultry processing requires easily drained, well-sealed concrete or tile flooring. No out-of-door facilities are allowed.
- Walls must be covered with a washable, non-porous, non-corrosive, smooth material that will not deteriorate when it gets wet.
- No mobile (on wheels) facilities will be licensed.

Other regulations apply. Contact the WSDA Food Safety Program for information and an application packet.

Contact: Washington State Department of Agriculture
Food Safety Program
(360) 902-1876

20,000 or more birds

USDA inspection required in order to sell to the public.

Contact: USDA
(503) 399-5831
USDA meat and poultry hotline:
(800) 535-4555 EST

Nursery Products

Licensing

Any person who produces, handles, or sells more than \$100 annual gross in horticultural plants is considered a “nursery dealer” and is required by law to have a license for each place of business where horticultural plants are sold. Selling cut flowers does not require a nursery dealer license. The Washington State Department of Licensing (DOL) issues nursery dealer licenses in conjunction with the Master License Program. An agricultural addendum, available in your application packet, must accompany your application (see Licensing section for information about the Master License). The DOL informs the Washington State Department of Agriculture (WSDA) of your business, and the WSDA may inspect your facilities. If you wish to have certification of nursery stock inspection or certification of plant health, nursery inspection services are also available, for a fee, from the Laboratory Services Division of the WSDA. Nursery license fees are based on gross annual sales in horticultural plants.

Farmers markets have the option to have one Nursery Dealer License to cover all nursery dealers that vend at that location, but may require vendors to have their own license. Whoever holds the license is responsible for ensuring that the plants vended are healthy, disease-free, and pest-free.

Contact: For Master License application or information:
Washington State Department of Licensing
Business License Services
(360) 664-1400

For information about Nursery Inspection Services:
WSDA Plant Services Program
(360) 902-1984 (Olympia)
Or (253) 445-4554 (Puyallup)

Certification

The WSDA Plant Certification Program provides testing and inspection services to assure disease-free planting stock for various agricultural industries. Voluntary certification programs are currently provided for fruit trees and related ornamentals (such as flowering plums or cherries), seed potatoes, hops, grapes, mint, garlic, caneberries and strawberries. This is a self-supporting, fee-for-service program.

Contact: WSDA Plant Services Program
PO Box 42560
Olympia, Washington 98504-2560
(360) 902-1984

Processed Foods

Many farms are discovering that they can capture more of the consumer dollar and gain a higher return for their product by “adding value” to it with food processing.

Regulations

The regulations define “food processing” as “the handling or processing of any food in any manner of preparation for human consumption.” This does not include fresh fruits or vegetables merely washed and trimmed while being prepared or packaged for sale in their natural state. Products such as jams, salsa, sauces, and cheese are considered processed foods. Other agricultural products, which pose a minimum health risk but still require inspection and licensing when sold commercially, include dried fruits, dried herbs and teas, salad mixes, and baked goods.

Licensing

There are local (city and county) and state regulations controlling processing facilities and product standards. If products will be sold through direct marketing (“retail”) strategies, then the producer must be licensed through the local Health District (see Appendix for a listing of Health Districts) and must obtain a food processor license from the WSDA. Local regulations vary greatly from county to county, so if you are planning to sell at farmers markets located in different counties, make sure your product is in compliance and licensed by each district. If products will be sold to hotels, restaurants or institutions a WSDA Food Processor License is required.

Dairies that wish to produce cheeses or butter must obtain a WSDA Food Processor license. Bakeries that sell their product directly to the consumer must contact their area Health Districts (see Appendix) for the requirements and regulations that apply to their operations. Bakeries that sell more than 25% of their product wholesale must be licensed by the WSDA as Food Processors. In addition to these licensing regulations, certain labeling regulations may apply as well (see the Labeling section for more information). It is also important to have adequate product liability insurance (see the Insurance section).

To become a WSDA licensed food processor you must complete an application and return it with a licensing fee of \$55 to \$825, based on a sliding scale. Your processing facility will then be inspected and your product labeling will be reviewed for compliance with regulations. When approved and licensed, unannounced inspections will take place every six to twelve months. The Food Processor License expires on June 30th of each year, and must be renewed annually. The WSDA Food Safety Program has detailed information regarding requirements for Food Processor Licensing available in *The Food Processors Handbook*.

Contact: Washington State Department of Agriculture
Food Safety Program
(360) 902-1876
<http://www.wa.gov/agr/fsah/food/FS-HP.htm>

Commercial Kitchens

If you wish to process your farm produce but do not have the facilities or capital to invest in infrastructure, you may find a kitchen that you can use. Some restaurants, community centers, and Grange halls, for instance, allow the use of their facilities for food processing. “Commercial” or “community” kitchens may be available in your area (see Kitchens in the Appendix). Call your local Health District, or inquire with other farmers with processed food products, about locations. If you are selling your product direct to the consumer, the kitchen must meet local Health District requirements. If you are selling to hotels, restaurants, institutions, or grocery stores you must have a WSDA Food Processor License. These kitchens must meet WSDA requirements for food processing facilities, and each business that processes food in that kitchen must have a WSDA Food Processor License. Businesses selling processed foods should also have adequate insurance (see Insurance section).

Another option for small producers is to have your products processed for you by a co-packer. This co-packer carries the licensing and insurance, and usually charges per unit (pint/quart). Labeling on these products must include the words: “Manufactured for...” or “Distributed by...” in order to designate who has done the processing. Make sure you have done your homework and figured out all of the costs associated with either processing scenario to find the best fit for your product ideas.

Contact: Washington State Department of Agriculture
Food Safety Program
(360) 902-1876
<http://www.wa.gov/agr/fsah/food/FS-HP.htm>

Wineries & Breweries

Winery and brewery operations are licensed through the United States Bureau of Alcohol, Tobacco and Firearms (BATF) and the Washington State Liquor Control Board (WSLCB). A WSDA Food Processor License is required only under certain conditions, such as the processing of non-alcoholic beverages like root beer. (See the Wine and Liquor section for more information.)

Prepared Foods

Many farmers markets have restaurant-type vendors that sell prepared foods, like sandwiches or ethnic cuisine. These vendors are under the jurisdiction of local Health Districts (see listing in Appendix).

Wine and Liquor

Federal

Regulations

Every brewery and winery must have a Federal Basic Permit from the U.S. Bureau of Alcohol, Tobacco and Firearms (BATF). Once an application packet has been completed, returned, and approved, an inspection of the facility will take place. When the facility passes inspection, an appropriate license (i.e., license to manufacture or wine sellers' license) will be issued.

Contact: Bureau of Alcohol, Tobacco, and Firearms
Regional Offices, Industry operations
In your local directory or at: (206) 220-6440
Bureau of Alcohol, Tobacco, and Firearms
Tax information line: 1-800-937-8864
[http:// www.atf.treas.gov](http://www.atf.treas.gov)

State & Local Regulations

The Manufacturers, Importers, and Distributors section of the Washington State Liquor Control Board (WSLCB) has the primary responsibility for the enforcement of all state liquor laws and administrative rules applicable to beer, wine, and spirituous liquor manufacturers, importers, distributors and interstate common carriers. If you wish to produce only alcohol-containing beverages, licensing for your facility is through the WSLCB. The WSLCB requires that the sanitation standards of the WSDA be maintained, (contact WSDA Food Safety Program for more information). If you wish to process or manufacture a soft drink type product or other food products in addition to the alcohol beverages, then a Food Processor License from WSDA is also required.

The building structure and license are subject to approval by the local municipality or county executive before being acted on by the Liquor Control Board.

Farmers Markets

Wineries licensed in Washington State are allowed to sell their product at up to two locations other than the winery. Each location must be approved by the Washington State Liquor Control Board. If this location is a farmers market, the winery must occupy a specific location for the duration of the market season (it may not move to any other stall). Wine tastings are allowed with the stipulation that the tasting area has clearly defined boundaries.

Contact: Washington State Liquor Control Board
Chuck Dalrymple
3000 Pacific Ave
PO Box 43093
Olympia WA 98504-3093
(360) 664-1612
<http://www.liq.wa.gov>

WSLCB regional offices:
Western Washington:
(360) 586-8416

King County
(253) 872-6430

Central Washington
(509) 662-0410

Eastern Washington
(509) 625-5522

Contact: For Food Processor License or information about
sanitation regulations:

Washington State Department of Agriculture
Food Safety Program
P.O. Box 42560, Olympia, WA 98504-2560
(360) 902-1876
<http://www.wa.gov/agr/fsah/food/FS-HP.htm>

Personal Notes:

Labeling

Labeling of Processed Foods

The State of Washington food labeling requirements are based upon the Federal Fair Package and Labeling Act of 1966. In all cases, the following information must be presented on labels of packaged dried fruits, herbs, honey, and all other packaged products sold wholesale or direct retail in Washington:

- Name and place of business for the manufacturer, packer, or distributor.
- Accurate statement of the quantity of the contents by weight.
- Product identity (common or usual name of the food).
- Ingredient list of each ingredient in the descending order of predominance. Food products that include spices, flavorings, and colorings may designate these as such on the ingredient list.

PLEASE NOTE: It is very important to label those ingredients that cause allergic reactions in certain individuals. **The following common food allergens would prompt product recalls if not declared as ingredients: milk, eggs, fish, wheat, tree nuts, legumes (particularly peanuts and soybeans), crustaceans and mollusks, FD&C Yellow No. 5, sulfites and carmine/cochineal extract.**

- Perishable packaged food products with a projected shelf life of thirty (30) days or less must state the pull date on the package label. The pull date must be stated in day and month, in a style and format that is easily decipherable by the consumer. Also, when products require refrigeration either before or after opening, such information must be on the label.
- The Nutritional Education and Labeling Act requires specific information regarding the nutritional value of the processed food product on the label. Contact the United States Food and Drug Administration (FDA) to obtain more information or to learn if you are exempt from this labeling requirement.

Contact:

For Nutritional Value labeling information:
United States Food and Drug Administration
(425) 486-8788

For more information about labeling:
Washington State Department of Agriculture
Food Safety Program
P.O. Box 42560, Olympia, WA 98504
(360) 902-1876

Organic Certification

“Organic food,” according to Chapter 15.86 RCW, means any food product, including meat, dairy and beverage, that is marketed using the term “organic” or any derivative of organic in its labeling or advertising.

All products which make an organic claim must be certified by the Washington State Department of Agriculture Organic Food Program (WSDA OFP) or a USDA-accredited certification agency. Only farms that gross less than \$5,000 annually **and** market directly to the consumer may make organic claims without being certified.

In order to become certified organic, producers must comply with WSDA organic standards, must apply for certification, and must be **inspected each year**. WSDA has organic standards for crop and livestock production, processors and handlers of organic products, organic mushroom production, and wildcrafted (harvested) products. All WSDA standards comply with USDA National Organic Standards.

WSDA standards for organic production specify allowed and prohibited production practices related to buffer zones, soil and plant nutrition, seeds, transplants, pest management, post-harvest handling, and record keeping. Farms that have previously applied materials prohibited in organic production must undergo a transitional period of three years from the time the prohibited material was last applied, and comply with all other organic conditions, criteria, and standards before being allowed to make an organic claim.

New applicants for organic producer certification must submit an application form and application fees by July 1 of any given year. Renewal applicants must apply by March 1 of each year. New applicants must pay an initial fee of \$75 in addition to a fee based on estimates of the current year's gross sales. The fee structure for renewal applicants is based on the previous year's gross sales. Processors and handlers may apply at any time during the year. Please contact the Organic Food Program for more information about fee schedules and application procedures.

Contact:

Washington State Department of Agriculture
Organic Food Program
P.O. Box 42560, 1111 Washington St.
Olympia, WA 98504
(360) 902-1877

For more information about the organic industry, organic production techniques, or certification requirements, please visit the OFP website:

<http://www.wa.gov/agr/fsah/organic/ofp.htm>

For more information about the National Organic Program, please visit the USDA NOP website:

<http://www.ams.usda.gov/nop>

Eco-labels

In addition to the “Certified Organic” label, numerous “eco-labels” are available to producers that meet various ecologically significant production requirements or grow within a specific geographical region. Consumers respect a standardized, regulated label, and assume that the product meets their expectations based on that label. In most cases an inspector from the certifying organization will come to the farm to confirm that production methods meet their criteria. Some examples follow. Because eco-labels are not certified by any regulatory agency, care must be taken to verify the validity of claims made by organizations that offer them.

Puget Sound Fresh

The Puget Sound Fresh label identifies products “Locally Grown” in the twelve counties that touch the waters of the Puget Sound (Whatcom, Skagit, Snohomish, King, Pierce, Thurston, Mason, Jefferson, Clallam, Kitsap, San Juan, and Island). This program, created by the King County Agricultural Commission and supported through a partnership between King County and Snohomish County, is designed to increase consumer preference for locally grown products by identifying those products with a Puget Sound Fresh label. Area grocery stores and farmers markets are invited to promote local produce and farm products by using the logo in-store and in advertisements.

For more information on King County Farms or the Puget Sound Fresh Program, **contact:**

Steve Evans, (206) 296-7824

<http://dnr.metrokc.gov/wlr/farms/Index.htm> E-mail: steve.evans@metrokc.gov.

The Food Alliance

The Food Alliance is an independent third party that endorses farms meeting its requirements and allows the products of these farms to carry a seal (label) of approval. Farmers whose products bear this label meet or exceed The Food Alliance standards in the following areas: conserving soil and water, pest and disease management, and human resources.

For more information **contact:**

The Food Alliance
1829 NE Alberta #5
Portland, OR 97211
(503) 493-1066

<http://www.thefoodalliance.org/> Email: info@thefoodalliance.org

Salmon Safe

Salmon-Safe is a nonprofit affiliate of the Pacific Rivers Council. Salmon-Safe works to restore water quality and salmon habitat in Pacific Northwest salmon watersheds by evaluating farm operations that are using conservation practices benefiting native salmon. Operations endorsed by its independent (third-party), professional certifiers are promoted through retail partnerships by the Salmon-Safe label.

For more information **contact:**

Salmon-Safe Inc.
PO Box 10798, Eugene, OR 97440
(541) 345-0119

<http://www.salmonsafe.org/main.html>

WSDA Guidelines for Other Label Claims on Meat, Animal, and Food Products

Fertile

Any poultry animal product that is: a) marketed using the term fertile or any derivative of fertile in its labeling or advertising; and b) a product of an animal that is in a flock of at least one rooster per twenty hens; and c) that incubating the eggs at a hatchery results in at least eighty percent of the eggs being fertile.

Free Range

Any animal product that is: a) marketed using the term free range or any derivative of free range in its labeling or advertising; and b) a product of an animal that has had access to pasture or range, during the life of the animal.

Natural

Any animal product that is: a) marketed using the term natural, naturally raised, naturally grown, or any derivative of natural in its labeling or advertising; and b) a product of an animal that has been raised from one-day-old to slaughter without the use of antibiotics or hormones.

Organic Animal Product

Any animal products labeled and offered for sale with the words organic or any derivative of organic and produced in accordance with animal production standards for organic meat and dairy products, chapter 16-162 WAC. Organic animal production standards require that the animals are fed organic feed, have access to the outside and/or organic pasture, and are raised without the use of antibiotics or hormones.

Pasture or Range

Ground covered with vegetation, which is suitable for grazing.

Uncaged

Any poultry animal product that is: a) marketed using the term uncaged or any derivative of uncaged in its labeling or advertising; and b) a product of an animal that has been raised since one-day-old with a minimum of four square feet of living space (including both inside and outside areas) per bird, and has access to outside areas that provide a minimum of one-and-one-half square feet of outside living space per bird. Minimum living space requirements are calculated for the size of a five-pound adult chicken and requirements for other poultry animals are calculated proportionately according to the size of the species.

Pesticide Free

Any food product that is produced without any herbicides, fungicides or other pesticides and has been tested to determine that there are no detected residues.

Unsprayed

Any food product that is produced without any herbicides, fungicides or other pesticides and has been tested to determine that there are no detected residues.

Grown Without Pesticides

Any food product that is produced without any herbicides, fungicides or other pesticides.

Kosher

The Jewish religion incorporates within its tenets a regimen of dietary laws. These laws determine which food is acceptable and in conformity with Jewish Law. The word kosher is an adaptation of the Hebrew word meaning fit or proper. It refers to foodstuffs that meet the dietary requirements of Jewish Law.

A product is certified as kosher when it is produced in accordance with the Jewish Law. A local or national certification board will approve products by posting its logo on the product's label. Kosher is also applicable to food, drinks, and utensils. Some of the dietary laws applied to kosher food include:

- No shellfish.
- Limited to animals with cloven hoof that chew their cud.
- No mixing of meat and dairy products.
- Equipment used for a dairy or meat product must be appropriately cleaned before being used for any other product.
- Animals and fowl must be ritually slaughtered.
- Only fish that have both fins and scales are kosher.
- Food production must be verified through inspection by a kosher monitoring agency or an Orthodox Jewish rabbi. Inspections are generally repeated on a monthly basis.

Contact: A local synagogue listed in your local directory.

In Seattle:

KOF-K Kosher Supervision

Rabbi Genauer

5353 South Kenyon St.

Seattle, WA 98118

E-mail: Egenauer@kof-k.org

For a listing of certifying agencies worldwide go to:

[Http://www.kosherfinder.com/KosherFinder/reference/certification/index.htm](http://www.kosherfinder.com/KosherFinder/reference/certification/index.htm)

Halal

“Halal” is an Arabic word meaning lawful or permitted. It is the dietary standard used by Muslims. Food which is being shipped to Muslim countries or is intended for Arab-Americans in the U.S. should obtain Halal certification. Certification for Halal foods is conducted by the Islamic Food and Nutrition Council of America (IFANCA) which inspects and certifies food producers and processors. Fees for this service will vary depending on a number of factors about the business being certified. Please contact IFANCA for more information.

All foods are considered Halal except the following:

- Swine/pork and its by-products.
- Animals improperly slaughtered or dead before slaughtering.
- Animals killed in the name of anyone other than God.
- Alcohol and intoxicants.
- Carnivorous animals, birds of prey and land animals without external ears.
- Blood and blood by-products.
- Foods contaminated with any of the above products.
- Foods containing ingredients such as gelatin, enzymes, emulsifiers, etc. are questionable.

Contact: Islamic Food and Nutrition Council of America (IFANCA)
5901 N. Cicero St. 309
Chicago, IL 60646
(773) 283-3708
<http://www.ifanca.org>

Personal Notes:

General Topics

Food Stamps

Retail outlets, including farm stands, farmers markets, U-pick operations, and CSAs that sell food for human consumption in the home are all eligible to receive food stamps for payment. The USDA, in an attempt to reduce costs and fraud associated with issuing and handling paper scrip, has moved largely to an electronic system to manage food stamp transactions. Recipients of Food Stamp Program assistance are now issued a Quest card, much like a debit card, which is used at the point of purchase. This mode of transaction requires the vendor to utilize an Electronic Benefits Transfer (EBT) device, which requires access to a standard 110-volt power source and a telephone line. Although qualified for receiving food stamp program credits as payment for farm products, many direct sales vendors have not been able to access this program.

Solutions

Pilot programs have been put in place at two farmers markets in Washington State to address accessibility to food stamps requiring this new EBT technology. These pilot programs allow food stamp clients to make a transaction at a farmers market business office, receiving tokens in exchange for food stamp credits. The client redeems the tokens with market vendors, who then exchange the tokens for cash from the market manager at the end of the market day.

Wireless point-of-sale devices are being tested in pilot programs in Washington State in 2001. Transactions can also be conducted using a manual authorization process. In this process a paper voucher is completed and phoned in for approval. Any type of phone can be used, including cell phones.

These pilot programs are scheduled to continue and to be expanded to other markets. Farmers market managers should contact the Washington State EBT Project for information about utilizing this program. Farmers should contact the manager for details at the farmers market they plan to attend.

Individual farms that wish to accept food stamp credits as payment for their product must first be authorized by the USDA Food & Nutrition Service. Be prepared to supply copies of your Washington State Master License, Social Security Card, and Health Permit (if appropriate). A majority of farm income must be in retail, not wholesale, sales.

After authorization is verified, contact the Washington State EBT Project about obtaining an EBT device. If you can verify a minimum of \$100 per month in food stamp transactions, the state will provide the device free of charge for the period of time you meet that minimum. If you cannot meet this minimum, or if you cannot utilize this method, a manual voucher system may be used.

Certain rules apply that may limit participation of CSAs. For instance, the value of the produce received must meet the value of the food stamp vouchers redeemed. If crop failure or low yield occurs during a period of time, customers must continue to receive full value for their vouchers. Call the numbers below for details.

Contact:

For authorization to accept food stamps:

USDA Food & Nutrition Services

1-877-823-4369 (toll-free) for an application packet.

Questions? Call: (206) 553-7410

To obtain an EBT device, or to inquire about pilot programs:

Washington State EBT Project

Des Boucher, Program Manager

(360) 413-3347

Email: bouchdd@dshs.wa.gov

Farmers Market Nutrition Programs

Women, Infants and Children (WIC) FMNP

The WIC Farmers Market Nutrition Program (FMNP) provides benefits to participants in the WIC Program so they can buy fresh fruits and vegetables at farmers markets. The objective is to provide fresh, nutritious, unprepared foods to women, infants, and children nutritionally at risk, and to expand the awareness and use of farmers markets, increasing sales for participating farmers. FMNP is administered by USDA's Food and Nutrition Service at the federal level and by the State Department of Health (WSDOH) at the state level. Federal law requires states to provide funds (from state, local, or private sources) amounting to at least thirty percent of total program costs. Benefits are not available in all areas of Washington.

Farmers Markets must meet certain criteria set by the Washington State Department of Health (WSDOH) to become authorized to accept WIC Farmers Market Checks. The market must have at least five growers and/or be a member of the Washington State Farmers Market Association. A farmer wishing to participate and accept WIC checks must grow a portion of what they sell (no brokers) and sell at a WIC-authorized farmers market.

Contact:

Washington State Department of Health
Women, Infants, and Children
Farmers Market Nutrition Program
(800) 841-1410 or (360) 236-3655

Senior FMNP

Modeled after WIC FMNP, this federal program provides benefits to low-income seniors. In 2001, King County will be the first participating county in Washington. The lead state agency has not been assigned as of this publishing. Contact the Washington State Farmers Market Association for information.

Contact:

Washington State Farmers Market Association
(206) 706-5198
<http://www.wafarmersmarkets.com>

Weights and Measures

Most commodities are sold by weight, by liquid measure, by dry measure in standard containers, or by count. USDA Quality Standards for Fresh Fruits and Vegetables, a list of quality and packing standards for use when selling direct to retail or wholesale, is available from USDA (see Websites in the Appendix).

Registering Measuring Devices

Weighing and measuring devices used for commercial purposes must be registered annually. Your devices must be registered prior to being used for commercial purposes. Registrations are accomplished as part of the Master License system through the Department of Licensing (see Licensing section), or when you add devices to your existing business. In instances where you operate several business locations, you are required to possess and post a license for each location with appropriate registrations and endorsements for the location. Failure to register your devices may result in civil penalties of \$50.00 per device.

There are many types of scales, but scales used must be those models that are legal for trade. Scales placed in service after July 1996 must have a National Type Evaluation Program Certificate of Conformance. To maintain accuracy scales should be moved as little as possible and be serviced regularly by service agents registered with the state.

WSDA Weights and Measures inspectors are available to present information to your group.

Annual Registration Fees:

Small scales: "0-400 pounds capacity"	\$ 5.00
Intermediate scales: "401-5,000 pounds capacity"	\$20.00
Large scales: "over 5,000 pounds capacity"	\$52.00

Contact:

With questions about devices or registration:

Washington State Department of Agriculture
Weights and Measures Program
P.O. Box 42560, Olympia, WA 98506-2560
(360) 902-1857
FAX (360) 902-2086
Email: wtsmeasures@agr.wa.gov

For registration:

Washington State Department of Licensing
Master License Service
(360) 664-1400

Signage

Signs can be very important for drawing customers to farm stands or U-pick operations. The Scenic Vistas Act (RCW 47.42) governs signing on the state highway system. Signage applying to direct farm sales is classified as *Temporary Agricultural Directional* signs or *Type 8* signs. Permits are required for any Temporary Agricultural Directional signage. These include signs on private property adjacent to state highway right-of-way, which provide directional information to places of business selling seasonal agricultural products harvested or produced on the property where the sale is taking place. Type 8 signs have the following restrictions:

- A) Signs shall be posted only during the period of time the seasonal product is being sold.
- B) The Federal Highway Administration prohibits signs advertising agricultural operations on interstate highways. Signs shall not be placed adjacent to the interstate highway system unless the sign qualifies as an on-premise (*Type 3*) sign. Type 3 signs are defined as advertising an activity conducted on the property on which the sign is located.
- C) Signs shall not be placed within an incorporated city or town, but may be placed in unzoned areas and areas zones for agricultural, commercial, and industrial activities.
- D) Premises on which the seasonal agricultural products are sold must be within fifteen miles of the state highway, and any necessary supplemental signs on the local roads must be provided *before* signs are installed on the state highway.
- E) Signs must be located so as not to restrict sight distances on approaches to intersections, or the visibility of other authorized signs.
- F) The minimum spacing between sign structures shall be 300 feet. Back-to-back signs and V-type signs are considered one sign.

Farmers may apply for permits to advertise on private property along non-interstate highways during harvest when their produce is for sale. The cost is \$50.00 and permits are valid for five years. Applications must be submitted to the Department of Transportation regional offices and must include the following:

- Name & address of the owner of the sign
- Statement and signature indicating consent of the owner or occupant of the land where the sign will be erected or maintained
- Statement of the precise location of the sign
- Statement of the proposed size and shape of the sign
- An exact description of the location of the temporary agricultural business activity
- A description of the proposed sign
- Identification of the products sold and expected weeks/months of sales
- Assigned tax number

Once the permit is authorized, signs may be erected at the beginning of the sale season and must be removed at the end of the sale season. For more information on temporary agricultural sign permits:

Contact: Washington State Department of Transportation (WSDOT)
Regional Outdoor Advertising Representatives

Northwest Region:	P.O. Box 330310 Seattle, WA 98113-9710 (206) 440-4391
North Central Region:	P.O. Box 98 Wenatchee, WA 98801 (509) 667-3077
Olympic Region:	P.O. Box 47440 Olympia, WA 98504-7440 (360) 704-3223
Southwest Region:	P.O. Box 1709 Vancouver, WA 98668-1709 (360) 905-2262
South Central Region:	P.O. Box 12560 Yakima, WA 98909-2090 (509) 577-1989
Eastern Region:	Box 5299 North Central Station Spokane, WA 99207-2090 (509) 324-6551

Personal Notes:

Appendix

Resources for Direct Marketing

This resource section has been developed to provide the reader with direction in finding more in-depth information about direct marketing farm products. ***Listing of publications, organizations, and websites does not serve as an endorsement of their information, products, or services.*** Please be aware that many other publications, organizations, and websites exist to serve the direct marketing community and have not been listed here due to oversight. We extend our apologies for any unintentional omissions.

Publications

General Marketing

Alternative Enterprises and Agritourism Resource Manual

Maetzold, James A.
USDA, PO Box 2890, Washington, D.C. 20013
(202) 720-0132
Email: Jim.maetzold@usda.gov

Agritourism in New York State:

Opportunities and Challenges in Farm-Based Recreation and Hospitality

Hilchey, Duncan. (Undated)
Cornell University, Ithaca, NY

Backyard Market Gardening: The Entrepreneur's Guide to Selling What You Grow

Lee, Andy.
Good Earth Publications, Burlington, VT.

Chef/Farmer Directory

Available on the web at: <http://king.wsu.edu/Ag/Agindex.htm>
A guide listing Washington farms which sell directly to restaurants.

Direct Marketing Resource Notebook

Midwest Sustainable Agriculture Working Group
110 Maryland Ave. NE - Box 76, Washington, DC 20002
(202) 547-5754

This notebook, while published for the Midwest, contains information about direct marketing. Includes general information, case studies, regulations, and resources.

Farming Alternatives: A Guide to Evaluating the Feasibility of New Farm-Based Enterprises

Northeast Regional Ag. Engineering Service (NRAES). \$11.50
(607) 255-7654
Email: nraes@cornell.edu

The Flower Farmer: An Organic Grower's Guide to Raising and Selling Cut Flowers

Byczynski, Lynn. 1997.
Chelsea Green Publications
PO Box 428
White River Junction, VT 05001

Food Safety Begins on the Farm: A Grower's Guide

Cornell University.

(607) 254-5383

Email: eab38@cornell.edu

A 28-page color guide highlighting FDA/USDA Good Agricultural Practices (GAPs)

Free-Range Poultry Production, Processing and Marketing

Beck-Chenoweth, Herman. 1997.

Back Forty Books

26328 Locust Grove Road, Creola, OH 45622

Fax (614) 596-3079

From Kitchen to Market: Selling Your Gourmet Food Specialty

Hall, S.F.

New World Publishing

Auburn, CA

Grassroots Marketing: Getting Noticed in a Noisy World

Horowitz, Shel. 2000. \$22.95

Chelsea Green Publishing Company

PO Box 428

White River Junction, VT 05001

Growing for Market

P.O. Box 3747

Lawrence, KS 66046

(785) 748-0605, (800) 307-8949

Production and marketing information, news, reviews, etc. Issued monthly.

Guerrilla Marketing Online: The Entrepreneur's Guide to Earning Profits on the Internet

Levinson, JC and C. Rubin. 1997.

Herbs For Sale: Growing and Marketing Herbs, Herbal Products, and Herbal Know-How

Sturdivant, Lee. 1994. \$16.50

San Juan Naturals

(800) 770-9070

<http://www.bootstraps.com> Email: naturals@bootstraps.com

The Legal Guide for Direct Farm Marketing

Hamilton, Neil D. 1999.

Drake University Agricultural Law Center

Des Moines, IA 50311

Marketing Online for Dummies

Smith, B. and F. Catlano. 1998.

Making it on the Farm: Increasing Sustainability Through Value-added Processing and Marketing

Southern SAWG. \$12.00

(501) 292-3714

Marketing for Success: Creative Marketing Tools for the Agricultural Industry

Matarazzo, Robert.
Doe Hollow Publishing
(908) 475-4460
Email: rjm@interacitve.net

Market Opportunities 1999-2000

Available on the web at: <http://king.wsu.edu/Ag/Agindex.htm>
Produced by WSU Cooperative Extension - King Co., this is a marketing guide and directory of commercial buyers of farm products in King County.

Pastured Poultry Profits

Salatin, Joel. \$30.00
Acres USA
(800) 355-5313

Pasture Profits with Stocker Cattle

Nation, Allan. 1998.
Green Park Press

Reduce Microbial Risks with Good Agricultural Practices

Cornell University
(607) 254-5383
Email: eab38@cornell.edu
A bi-fold pamphlet highlighting important aspects of GAPs, covering pre-plant, production, harvest and post-harvest practices.

Salad Bar Beef

Salatin, Joel. \$30.00
Acres USA
(800) 355-5313

Selling Fresh-Cut Herbs

Shores, Sandie. 1999. \$27.95
Storey Books, PO Box 445, Pownal, VT 05261
(800)441-5700
<http://www.storey.com>

Sell What You Sow

Gibson, Eric. 1993.
New World Publishing
11543 Quartz Dr. #1, Auburn, CA 95602
(503) 823-3886

Small-Time Operator

Kamoroff, Bernard B., CPA. 2000.
Bell Springs Publishing
Box 1240
Willits, CA 95490
(707) 459-6372

Talk is Cheap: Promoting Your Business Through Word of Mouth Advertising

Harris, G. and G.J. Harris. 1991. \$9.95

We're Gonna Be Rich: Growing Specialty Cut Flowers For Market

Arnosky, P. and F. Arnosky. \$24.95
GFM Books
PO Box 3747
Lawrence, Kansas 66046.
Or call toll-free with credit card: (800) 307-8949
Email: growing4market@earthlink.net

World Wide Web Marketing: Integrating the Internet into Your Marketing Strategy

Sterne, J. 1995.

WSU Cooperative Extension - Publications

Please visit or call your local cooperative extension office for a list of publications regarding direct marketing and small farms, or order online at: <http://pubs.wsu.edu/scripts/PubOrders/webcat.asp>

Farmers Markets

Dynamic Farmers Marketing: A Guide to Successfully Selling Your Farmers' Market Products

Ishee, Jeff. \$16.95
Bittersweet Farmstead
(540) 886-8477

The New Farmers' Market: Farm-Fresh Ideas for Producers, Managers & Communities

Corum, Vance, Marcie Rosenzweig & Eric Gibson. 2001. \$24.95 + \$4.00 shipping
New World Publishing, Auburn, CA 95602
Available from: Vance Corum, Farmers' Markets America, 302 E 28th St, Vancouver WA 98663
(360) 693-5500, Fax (360) 693-5555
Email: fma@pacifier.com

Community Supported Agriculture (CSA)

Community Supported Agriculture Directory

4649 Sunnyside Ave N, Rm. 1, Seattle, WA 98103-6900
(206) 633-0451
<http://www.seattletilth.org>

Produced by Seattle Tilth in cooperation with Alternative Farming Systems Information Center and Sustainable Agriculture Network. Seattle Tilth is a non-profit organization working to promote local organic and sustainable agriculture. Its projects include urban community gardens (p-patch), local farm tours, and hosting the Tilth Harvest Fair.

Community Supported Agriculture...Making the Connection

University of California Cooperative Extension, Placer County and UC Small Farm Center. 1995.
\$25 plus \$5 shipping.
UCCE, 11477 E Ave., Auburn, CA 95603
(916) 889-7385

According to Appropriate Technology Transfer Rural America (ATTRA) this is, "The best single manual you can buy."

Community Supported Agriculture: Networks, Resource Lists, and Bibliographies

DePHELPS, Colette. 1996

Pullman: Washington State University Cooperative Extension.

Farms of Tomorrow Revisited: Community Supported Farms-Farm Supported Communities

GROGH, T. and S. McFadden

Farming and Gardening Association, Kimberton, PA

Rebirth of the Small Family Farm: a Handbook for Starting a Successful Organic Farm Based on the Community Supported Agriculture Concept

GREGSON, B. and B. GREGSON. 1996. \$9.95

PO Box 2542, Vashon Island, WA 98070

Kitchens for Value-Added Processing

Please note: Other commercial kitchens may exist in your area that have not been included here. The editors do not endorse these or any other kitchens and have listed these kitchens only as a reference.

Industrial Skills

911 Battersby St

Enumclaw, WA 98022

(360) 825-7744

(253) 852-3650

Kent Public Market

PO Box 557

Kent, WA 98035

(253) 813-6976

Unique Services Inc.

4611 35th Ave SW

Seattle, WA 98126

(206) 935-0432

Columbia River

Country Kitchen

3306A 5th St SE

East Wenatchee, WA

98802

(509) 844-4700

Airport Business Park

Kitchen Center

3707 South Godfrey

Blvd Suite 101

Spokane, WA 99224

(509) 455-9320

Bonner Business

Center

804 Airport Way

Sandpoint, ID 83864

(208) 263-4073

Methow Food Alliance

Community Kitchen

108 N Glover St

PO Box 264

Twisp, WA 98856

(509) 997-1050

<http://www.sustainable>

methow.org/foodalliance

Organizations

Alternative Farming Systems Information Center

(301) 504-6422

<http://www.nal.usda.gov/afsic>

ATTRA - Appropriate Technology Transfer for Rural Areas

P.O. Box 3657, Fayetteville, AR 72702

(800) 346-9140

<http://www.attra.org>

This is a federally funded program that offers publications and technical assistance in both production and marketing.

BioDynamic Association

P.O. Box 550, Kimberton, PA 19442

(800) 516-7797

<http://www.biodynamics.com>

The BioDynamic Association produces a bi-monthly newsletter.

Culinary Consultants

Alan Joynson

(425) 788-8323

Email: ajoyson@sttl.uswest.net

Advice for specific projects focused on marketing to chefs and restaurants.

DownHome Washington Marketing Association

728 134th Street SW, Everett, WA 98204

(425) 743-9669 or (425) 353-2025

<http://www.downhomewa.com>

A technical assistance, training, and marketing association for *home-based* businesses in the state of Washington. The program is designed to provide the expertise and support that lead to a successful enterprise, self-sufficiency, and growth.

The Food Alliance

1829 NE Alberta, #5, Portland, OR 97211

(503) 493-1066

<http://www.thefoodalliance.org>

International Association of Food Professionals

(800) 928-4227

<http://www.iacp.com>

Livestock Marketing Information Center

<http://www.lmaweb.com>

North American Farmers' Direct Marketing Association

Charlie Touchette, Exec. Dir.

62 White Loaf Road, Southampton, MA 01073

(888) 884-9270,

<http://www.familyfarms.com/>

The NAFDMA sponsors an annual conference each winter in a different location nationwide, a summer farm tour, and a variety of programs for small farmers.

Northwest Direct: Improving Markets for Small Farms

WSU Direct Farm Marketing Research Project
Vance Corum, Coordinator
1919 NE 78th Street, Vancouver, WA 98665
(360) 576-6030 e-mail: corum@wsu.edu

Pacific Northwest Farm Direct Marketing Association

Peggy Black
P.O. Box 2138, Myrtle Creek, OR 97457
(541) 863-3770

The PNW Farm Direct Marketing Association hosts an annual conference for direct marketing farms.

Puget Sound Fresh

Steve Evans, King County Agriculture Programs
201 S. Jackson St., 6th Floor, Seattle, WA 98104
(206) 296-7824
<http://dnr.metrokc.gov/wlr/farms/Index.htm>

Salmon Safe

P.O. Box 10798, Eugene, OR 97440
(541) 345-0119
<http://www.salmonsafe.org/main.html>

University of California Small Farm Center

University of California, Davis
One Shields Ave, Davis, CA 95616-8699
(503) 752-7716
Email: Sfcenter@ucdavis.edu

Washington Manufacturing Services

(800) 637-4634
<http://www.wamfg.org>

A non-profit organization created to deliver affordable engineering, operation, marketing, and human resource consulting services to Washington State Manufacturers.

Washington Tilth Producers

P.O. Box 85056, Seattle WA 98145
(206) 442-7620

An organization of organic and sustainable producers in Washington. Hosts an annual conference featuring marketing workshops, etc. Publishes a directory of membership.

Washington State Farmers Market Association

P.O. Box 30727, Seattle, WA 98103-0727
(206) 706-5198
<http://www.wafarmersmarkets.com>

A non-profit network of over 70 farmers markets across the state funded by member markets dedicated to working with other agricultural groups and agencies to provide marketing resources and workshops.

Washington State Department of Agriculture Organic Food Program

P.O. Box 42560, Olympia, WA 98504
(360) 902-1877
<http://www.wa.gov/agr/fsah/organic/OFP.htm>

Washington Sustainable Food & Farming Network

Bonnie Rice, Coordinator
P.O. Box 6054, Bellingham, WA 98227
(360) 592-3094

A network of farmers, farm workers, environmentalists, anti-hunger groups, social justice advocates, the religious community, educators, regulators, and others concerned with food, health, environmental, and equity issues.

WSU Center for Sustaining Agriculture and Natural Resources

317 Kalkus Hall, 7612 E. Pioneer Way, Puyallup, WA 985371
(253) 445-4626
<http://csanr.wsu.edu>

WSU Small Farm Program

Marcia Ostrom
7612 E. Pioneer Way, Puyallup, WA 98371
(253) 445-4514
e-mail: mrostrom@puyallup.wsu.edu

Yakima Valley Direct Marketing Association

(509) 837-8897
This association produces a direct sales farm map for farm members in the Yakima Valley.

Other Useful Websites

Chef's Collaborative 2000

<http://www.chefnet.com/cc2000>

An organization of chefs committed to sustainable agriculture.

Community Supported Agriculture (CSA) Resources - University of Massachusetts

<http://www.umass.edu/umext/csa>

Grow a Home Business On the Internet

<http://www.smithfam.com>

Local Harvest

<http://www.localharvest.org>

This on-line service organization connects direct market farmers with local consumers.

Oregon State University Extension- Small Farms Program

<http://www.smallfarms.orst.edu/>

USDA - Agricultural Marketing Service (AMS)

<http://www.ams.usda.gov>

USDA Farmer Direct Marketing

<http://www.ams.usda.gov/directmarketing>

USDA Quality Standards – Fresh Fruits and Vegetables

<http://www.ams.usda.gov/standards/vegfm.htm>

A list of quality and packing standards.

Local Health Departments

Adams County Health District

108 West Main
Ritzville, WA 99169-1408
(509) 659-3315

Asotin County Health District

431 Elm Street
Clarkston, WA 99403
(509) 758-3344

Benton-Franklin Health District

506 McKenzie
Richland, WA 99352-3520
(509) 943-2614

Bremerton-Kitsap County Health District

109 Austin Drive
Bremerton, WA 98312
(360) 337-5235

Chelan-Douglas Health District

200 Valley Mall Pkwy.
East Wenatchee, WA 98801
(509) 664-5306

Clallam County Dept. of Health & Human Services

P.O. Box 863
Port Angeles, WA 98362-0149
(360) 417-2274

Columbia County Public Health District

221 E. Washington, Suite 101PH
Dayton, WA 99328
(509) 382-2181

Cowlitz County Health Department

(600 Broadway, 3rd Floor, Longview)
207 North Fourth Ave.
Kelso, WA 98626-4124
(360) 414-5599

Garfield County Health District

(10th and Columbia)
P.O. Box 130
Pomeroy, WA 99347
(509) 843-3412

Grant County Health District

County Courthouse, 1st & C St. NW
P.O. Box 37
Ephrata, WA 98823
(509) 754-6060

Grays Harbor County**Public Health & Social Services Dept.**

2109 Sumner Ave.
Aberdeen, WA 98520
(360) 532-8665

Island County Health Department

(Courthouse Annex, 6th & Main St.)
P.O. Box 5000
Couville, WA 98239-5000
(360) 679-7350

Jefferson County**Health & Human Services**

Castle Hill Center
615 Sheridan
Port Townsend, WA 98368
(360) 385-9400

Kittitas County Health Department

509 Nanum Street
Ellensburg, WA 98926-2898
(509) 962-7515

Klickitat County Health Department

228 Main Street
MS: CH-14
Goldendale, WA 98620
(509) 773-4565

Lewis County Public Health

Health Services Building
360 NW North Street
MS: HSD03
Chehalis, WA 98532-1900
(360) 740-1223

Lincoln County Health Department

303 6th Avenue
P.O. Box 105
Davenport, WA 99122
(509) 725-2501

Mason County Dept. of Health Services

303 North Fourth
P.O. Box 1666
Shelton, WA 98584
(360) 427-9670

Northeast Tri-County Health District

(Ferry, Pend Oreille and Stevens Co.)
240 East Dominion
P.O. Box 270
Colville, WA 99114-0270
(509) 684-1301

Okanogan County Health District

Public Services Building
1234 S. 2nd Ave.
P.O. Box 231
Okanogan, WA 98840
(509) 422-7140

Pacific County Health Department

1216 W. Robert Bush Drive
P.O. Box 26
South Bend, WA 98586
(360) 875-9343

San Juan County Health and Community Services

145 Rhone Street
P.O. Box 607
Friday Harbor, WA 98250-0607
(360) 378-4474

Seattle & King County Public Health

Wells Fargo Center
999 Third Ave., Suite 1200
Seattle, WA 98104
(206) 296-4600

Skagit County Department of Health

700 South 2nd Street #301
Mount Vernon, WA 98273
(360) 336-9380

Snohomish Health District

3020 Rucker Ave., Suite 300
Everett, WA 98201-3971
(425) 339-5210

Southwest Washington Health District

(Clark and Skamania Co.)
2000 Fort Vancouver Way
P.O. Box 1870
Vancouver, WA 98668
(360) 397-8215

Spokane Regional Health District

West 1101 College Avenue
Spokane, WA 99201-2095
(509) 324-1500

Tacoma-Pierce County Health Dept.

3629 South D Street
Tacoma, WA 98408
(253) 798-6500

Thurston County Health Department

Environmental Health
2000 Lakeridge Drive SW
Olympia, WA 98502
(360) 786-5455

Wahkiakum County Health Department

64 Main Street
P.O. Box 696
Cathlamet, WA 98612
(360) 795-6207

Walla Walla County-City Health Dept.

310 West Poplar
P.O. Box 1753
Walla Walla, WA 99362-0346
(509) 527-3290

Whatcom County

Health & Human Services Department

509 Girard Street, P.O. Box 935
Bellingham, WA 98227-0935
(360) 676-6720

Whitman County Health Department

Public Service Building
North 310 Main Street
Colfax, WA 99110
(509) 397-6280

Yakima Health District

104 North First Street
Yakima, WA 98901
(509) 575-4040